

**From:** Microsoft Outlook  
**Location:** Administrator's Office  
**Importance:** Normal  
**Subject:** Meeting Forward Notification: Meeting with POET  
**Start Date/Time:** Thur 3/30/2017 6:00:00 PM  
**End Date/Time:** Thur 3/30/2017 6:30:00 PM

## Your meeting was forwarded

Hale, Michelle has forwarded your meeting request to additional recipients.

### Meeting

Meeting with POET

### Meeting Time

Thursday, March 30, 2017 2:00 PM-2:30 PM.

### Recipients

Jackson, Ryan

Dravis, Samantha

Brown, Byron

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

---

Sent by Microsoft Exchange Server